M.Waqas Covering Letter

Date 24/12/2022

[get.hiredpak@gmail.com]
[Director/G.M] **[Sindh Province]**
[Non-Profit Organization] **[Hyderabad Pakistan]**

Dear Sir [Non-Profit Organization]

Application for the post of Data Entry Operator.
To whom it may concern.
I was pleased to discover that you are seeking to fulfill the Data Entry Operator position within Yunus Brother Group in Karachi as I believe that I possess everything required to execute the roll and all associated duties successfully while coming to you with pro-active approach work ethic, and determination to meet and exceed all your expectations.
My name is Muhammad Waqas and I am a Certified Warehouse Logistic Dispatch Weigh-Bridge Packing Plant etc. professional offering great manual dexterity and the ability to remain calm under pressure. Having worked with you at Yunus Brother Group in Karachi for more than Three years, I am adept at all aspects of the position. There, I was mainly in charge of receiving and inspecting all incoming shipment, loading and unloading and shipments, and operating and maintaining various tools and equipment.
Kept the environment clean and organized and assisted in the inventory management.
Coordination and supervised Logistic Security personnel and managed relevant documents and records.
Prepared and processed orders and complete multiple clerical tasks as assigned.
Next I am detail-oriented individual experienced with all software S.A.P Oracle programs necessary for the position. Finally, I have attached my up to-date CV for your further review so please do not hesitate to contact me if you have any questions on my qualifications. Thank you for your time and consideration and I look forward to speaking with you in the near future.

Sincerely,
[Muhammad Waqas]

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[House No 128 Block B/2 Unit No 11 Near Bilal Masjid Latifabad Hyd] [Pakistan75000]

[0321-3006235]
[0331-3660448]

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MUHAMMAD WAQAS

OBJECTIVE,

To secure a prospective career in a progressive organization using

Analytical skill and commitment to perform quality work.

EXPERIENCE

July 2021 TO Till 2022 Dispatch Officer cum Computer Operator
Lucky Cement Limited Karachi Work on Contract Basis In dispatch Department
My Responsibilty is Manage to all Dispatch Work in my Under Observation .

Detail Work In Dispatch Section.

- End user on Sap & Oracle system.
- Delivery Orders, Delivery Challan.
- Export & Local Daily Dispatch
- Despatch, Production Reporting & loading plan.
- Silo positions of cement stock & warehouse material.
- Daily in out movement recored of cement vehicals.
- Coordination with Marketing & Finance Department

‘’Other organization’’

- (2020 - 2021) Sales Officer (Bake Parlour) in Sales
  M/s Z.I Agencies Pvt Limited. Unit No 05 Latifabad Hyd,
- (2019 - 2020) Gold Finance Executive (Officer) in Branch Banking Department.M/s JS Commercial Bank Limited.
- (2018 - 2019) Senior Executive (Bank Officer) in Business and Sales Department.M/s Telenor Micro Finance Bank limited.
- (2009 – 2017) Technical Assistant Office in Electrical and Air-Conditioning Department.M/s Lucky Cement Limited Khi.
- (2008 - 2009) Store Keeper in Mechanical Utility Department. M/s I.M.J Associates Industrial Aids Contractor Pvt Limited.

- **Preparing Attedence sheet.**
- **Coordination with Production department.**

EDUCATION

B.S.C Bachelor of Science
2015 University Of Sindh Jamshoro.

H.S.S.C Higher Secondry School Certificate.
2009 Board of Intermediate and Secondary Education Hyd.

S.S.C. Secondry School Certificate.
2007 Board of Intermediate and Secondary Education Hyd.

OTHER SKILLS & SPECIAL TRAINING CERTIFIED

Six Month C.I.T Course Computer Information Certificate. Technical Training Centre Affiliated with Govt of Sindh

Excel Hero Training S.A.P Certificate Lucky Cement Plant

Assistant Accountant Certificate The Educator of Commerce Latifabad Hyderabad Sindh

- Good Interpersonal and Communication Skills.
- Written Communication is Excellent.
- Excellent Analytical Skills.Oracle 10g Softwre or SAP Software.
- Ability to Work under pressure Circumstances.
- SAP Software.(System Application Product) Oracle Software.
- Proficient in MS Office. MS Word. MS Excel.
- Daily Despatch Summary.Software.

My responsibilities as

- Coordinate and Monitoring weigh-bridge staff .
- Coordinate with logistics staff and Security Staff.
- Mainain digital and physical financal recordsu
- Supervise orders and arrange stocks of raw material & Equipment
- Create and update expense report
- Enter financial report into internal database
- Create and Print logistics Execution Delivery slip

  For Coal, Local Bag, Expert Bag, and Local Loose & Fly Ash Segments
- Distribute Cash among drivers for toll plaza & trip Expenditure
- Maintain all segments files separately
- Maintain daily washing schedule for vehicle

- Closing online Delivery slip for Coal, Local Bag, Expert Bag, And Local Loose
- & Fly Ash Segments.

Familiar with Various SAP EASSY ACCESS user Tools

- Shipment information system
- Logistics Execution Delivery slip
- Daily Dispatch summery
- Dispatch Expense maintenance
- Trip Expense Report
- Create Reservation for Fuel/Diesel
- Goods Reservation note
- Logistics Execution Destination Maintenance

PERSONAL

Father's Name	:	Muhammad Waseem
Date of Birth	:	25th Dec 1985.
CNIC #	:	41304-0318928-7
Domicile	:	Hyderabad (Sindh)
Passport	:	Hyderabad
Merital Status	:	Married
Religon	:	Islam
Cell Numbers	:	0321-3006235 - 0331-3660448

Waqaskhan3213006235@gmail.com

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